******State of Kansas**

**Taskgroup Errors on Timesheet**

***Statewide Human Resource and Payroll System***

|  |  |
| --- | --- |
| **Date Created** | 12/30/2021 |
| **Version** | 1.0 |
| **Security** | * SHARP

Role: Agency Time and Labor Timekeeper-OR-Role: Agency Time and Labor HR |
| **Description** | Agency has either:\*Ran the [Reported Time Exceptions](https://admin.ks.gov/docs/default-source/ops/fluid92/tl371lesson3.pdf) report\*Been notified by Central PayrollEmployee timesheet has High Severity Exception on the Timesheet:“The reported Taskgroup is not associated with the reported Task Profile as of this date: SOKLVFUND.” |
| **Navigation**\*[Lesson 2: Reported Time](https://admin.ks.gov/docs/default-source/ops/fluid92/tl371lesson2.pdf) | SHARP > Time and Labor Homepage > Reported Time  |
| **1.** | Timesheet Summary page will open.\*Enter the Employee ID \*Check the Include Inactive Employees Box\*Select Get Employees |  |
| **2.** | Scroll to the bottom of the page.Select the employee Last Name link. |  |
| **3.** | Change the date to the date the hours in error are reported on.Click on the Refresh Icon. |  |
| **4.** | The employee timesheet will display.**If one of the following Time Reporting Codes (TRC’s) are being used on the timesheet with the error,** the Taskgroup MUST be **SOKLVFUND**.**VLK SLK****VLP SLP**\*In the screenshot example, the question to ask is: is the VLK TRC the correct code to use? Yes: Change the Taskgroup to SOKLVFUND No: Change the TRC to a valid TRCFor further information on the payout Time Reporting codes, please reach out to sharp@ks.gov. |  |
| **5.** | [Submit the Timesheet](https://admin.ks.gov/docs/default-source/ops/fluid92/tl-lesson-2.pdf) |
| **6.** | [Approve Timesheet](https://admin.ks.gov/docs/default-source/ops/fluid92/tl-lesson-3.pdf) |
|  | END OF PROCESS |